

Instructions for Electronically Reviewing Draft Doctrine (MS Word 97)

1. Background:

a. MS Word 97 has the ability to track a reviewer's comments and proposed revisions of a particular document. This application employs revision marks to show where you want text, graphics, or formatting to be added, deleted, changed, or moved. Later, the author can review and accept or reject each change.

b. Word also uses a "comment" feature that allows reviewers to write notes, comments, justifications for each revision, and/or identify their proposed revisions as critical, major, or substantive.

c. After you review the document, you'll be able to see the revisions and comments made, both on the screen and when the document is printed out in hard copy.

d. But before you start reviewing the draft field manual, let's make sure that your machine is set up for this task. These instructions will help you get started.

2. Preparing Your Computer To Track Changes:

a. First, enable your computer to show revision marks on your monitor as you make your changes, as well as print them out in hard copy should you want to keep a paper record copy.

- (1) Click on "Tools" on the menu bar.
- (2) Slide the cursor over "Tracked Changes."
- (3) Click on "Highlight Changes" on the drop-down menu box.
- (4) Make sure all three check-boxes are checked.

b. Next, enable your computer to print out comments should you need to keep a paper record copy.

- (1) Click on "Tools" on the menu bar.
- (2) Click on "Options."
- (3) Click on the "Print Tab" and go to the "Include with the Document" section of the dialog box.
- (4) Check the "Comments" box.
- (5) Click "OK."

c. Finally, set your computer to see the Reviewing Tool Bar. This will make your task of reviewing the draft FM much easier. To get the Reviewing Tool Bar:

- (1) Click on "View" on the menu bar.
- (2) Slide your cursor over "Toolbars."
- (3) Click on "Reviewing" on the drop-down menu box.

Enclosure 2

3. Making Revisions & Comments.

a. ***Making Revisions:*** When you receive the third draft of FM 100-22, the "Track Changes" feature will have already been turned on so all you'll have to do is start typing your proposed changes onto the document.

- (1) If you recommend deleting text, just highlight it and press the "Delete" button.
- (2) If you want to add text, place your cursor where you want to start adding and begin typing.
- (3) To remove a revision you may have made in error, place your cursor anywhere within the revision and click the "Reject Change" button on the Reviewing Tool Bar. (If you're not sure which button it is, just place your cursor over a button and the description will pop up.)

b. ***Making Comments:*** When you insert a comment, Word 97 numbers it and records it in a separate comment pane at the bottom of the screen. You can view comments in the comment pane, or directly on the document by placing your cursor over the light yellow highlighted area where a comment was inserted. You can also delete or modify comments you or others have made.

(1) **To insert a comment:**

- Click on the text or item you want to comment on, or click at the end of the text.
- On the Reviewing Toolbar, click the "Insert Comment" button.
- Type the comment in the comment pane at the bottom of the screen.
- Press the "Close" button to hide the comment pane.

(2) **To modify a comment:**

- Click the light yellow text that's associated with the comment.
- On the Reviewing Toolbar, click the "Edit Comment" button.
- Modify the comment in the comment pane at the bottom of the screen.
- Press the close button.

(3) **To delete a comment:**

- Click anywhere in the light yellow highlighted area.
- On the Reviewing Toolbar, click the "Delete Comment" button.

Don't Forget To Save Your Changes!